



Smokefree Action and Evaluation Plan Example

Wellbeing Goal: *This can be the same as the Vision in the WorkWell Group Terms of Reference*

Plan Timeframe: *Aim to begin activities around the time of accreditation and complete all activities within 12months*

Rationale


Within <Workplace> the WorkWell Organisational Profile (collated in _____) identified that there was a smokefree policy, however the policy had not been renewed in four years. It also identified that no support for staff who want to quit smoking was offered.


Within the Staff Survey (conducted in _____), it was identified that x% of employees are current smokers, and of this, x% would like to stop smoking. Those who would like to stop smoking all responded 'yes' to attending smoking cessation counselling if it was offered and subsidised by <Workplace>.

In addition to the information gathered in the staff survey, there have been complaints from non-smoking staff regarding an external entrance area where smokers congregate. Complaints include the unwanted exposure to second hand smoke when entering/exiting the building and the unsightly prominence of cigarette butts on the ground.

Non-smoking staff have also stated that they feel it unfair to continue working while smokers take 'cigarette breaks' throughout the day; this has also been identified as a problem by management who have acknowledged the loss of productivity associated with frequent breaks.



Optional: Insert the symbols below into your action plan if they relate to your planned activity. If neither symbol is appropriate, leave blank. For more information on the purpose of the symbols and how they can be applied to your action plan visit the following links: [Environmental Sustainability](#) and/or [Cultural Mindfulness](#).

The environmental sustainability symbol represents actions in your plan that contribute to improving environmental sustainability of the workplace. 

The cultural mindfulness symbol represents actions in your plan that contribute to improving diversity, equity, and inclusivity in the workplace. 



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Objective: e.g. Increase/decrease in number of staff reporting X behaviours							
	Activities What are we planning to do	Tasks What Steps are needed to make it happen?	Communication How will employees be made aware	Timeline When do we want it done by	Responsibility Who will make it happen?	Resources Costs, equipment etc.	Environmental sustainability and Cultural Mindfulness
Organisational Change	Redevelop a workplace smokefree and vapefree policy	<ul style="list-style-type: none"> Form smokefree subgroup Review current smokefree policy to ensure it is up to date with current legislation Consult with all staff Collate feedback and amend draft Draft smokefree policy Obtain management approval Finalise policy Launch policy, communicate to all staff 					
	Ensure tobacco control is included as a key activity in all <Workplace> documents and activities	<ul style="list-style-type: none"> Recruitment material to promote <Workplace> as a smokefree place to work Induction package to promote smokefree position and available support All <Workplace> communications to promote smokefree message 					
Physical Environment	Position smokefree and vapefree signage within the buildings, around the grounds/external areas of the buildings and within/on the cars of <Workplace>	<ul style="list-style-type: none"> Obtain smokefree and vapefree signs and stickers Consult with staff and legislation enforcement officers to determine the appropriate placement of signs/stickers Position signs and stickers in agreed locations 					



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Individual Change	Provide support to employees who want to quit smoking	<ul style="list-style-type: none"> Investigate the option of providing Quitcard training for at least one employee Contact smoking cessation provider Negotiate costs for cessation coaching Consult with all staff Develop criteria for involvement Propose programme costs/details to management and gain approval Implement programme Access smokefree resources for displays 					
Evaluation Strategies: <ul style="list-style-type: none"> Organisational Profile – availability and awareness of workplace smokefree policy and cessation support Staff survey – number of staff reporting to be smokefree and number of staff requiring cessation support Staff survey - number of referrals to local cessation providers Staff survey – number of reported breaches of the workplace smokefree policy Evidence of activities actioned							